



City of Tempe

WATER UTILITIES SUPERVISOR (SBP)

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	229	<i>FLSA Status:</i>	Non-Exempt
<i>Department / Division:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$34.432212
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$46.483173
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Water Utilities Supervisor (SBP)
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Service Maintenance

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from the Water Utilities Operations Manager or from other management staff.

Exercises direct supervision over assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Requires four years of experience in the installation, maintenance and/or repair of water and/or wastewater system assets for a utility. Two years of supervisory or lead responsibility experience is preferred.
<i>Education:</i>	Requires the equivalent to an Associate's degree from an accredited college or university in water or wastewater treatment, public administration, environmental science or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none">● Possession of a valid Arizona driver's license.● Possession of a valid Class A Arizona Commercial Driver's License with tanker endorsement is preferred. <p><u>When assigned to the Wastewater/Stormwater Collection function:</u></p> <ul style="list-style-type: none">● Possession of an Arizona Department of Environmental Quality (ADEQ) Grade 2 Water Distribution System Operator Certification and an ADEQ Grade 3 Wastewater Collection System Operator Certification at time of hire or promotion.

	<ul style="list-style-type: none"> • Must obtain an ADEQ Grade 3 Water Distribution System Operator Certification within six months of hire or promotion and an ADEQ Grade 4 Water Distribution System Operator Certification within 24 months of hire. • Must obtain an ADEQ Grade 4 Wastewater Collection System Operator Certification within 12 months of hire. <p><u>When assigned to the Customer Service, Construction or Preventative Maintenance function:</u></p> <ul style="list-style-type: none"> • Possession of an ADEQ Grade 3 Water Distribution System Operator Certification and an ADEQ Grade 2 Wastewater Collection System Operator Certification at time of hire or promotion. • Must obtain an ADEQ Grade 4 Water Distribution System Operator Certification within 12 months of hire or promotion. • Must obtain an ADEQ Grade 3 Wastewater Collection System Operator Certification within six months of hire or promotion and an ADEQ Grade 4 Wastewater Collection System Operator Certification within 24 months of hire or promotion.
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ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

Lead, manage, mentor and develop employees to actively support and uphold the City's stated mission and values. Coordinate the installation, maintenance and repair of the City's water distribution, wastewater collection and stormwater collection system assets. Manage and administer related contracts and perform a variety of technical and administrative tasks related to assigned area of responsibility.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to address or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.

- Ensure safety regulations and safe work practices are observed at job sites including traffic/barricade compliance, proper trenching and shoring procedures and competent person and confined space entry procedures;
- Plan, organize and supervise work groups involved in the installation, maintenance and repair of water mains, water valves, fire hydrants, water service lines and meter vaults and boxes;
- Plan, organize and supervise work groups involved in the operation, maintenance and repair of wastewater collection system pipelines, closed circuit television (CCTV) sewer line inspections, reclaimed water lines, lift stations, siphon and diversion structures, meter stations and odor and corrosion control facilities;

- Conduct preventative maintenance using generally accepted industry asset management standards and best practices;
- Provide proactive performance planning utilizing performance management tools; establish and discuss job responsibilities, performance expectations and performance goals with assigned staff;
- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed and ensure adherence to proper workgroup procedures and policies;
- Review organizational goals and objectives; evaluate operations and activities in assigned areas of responsibility and recommend improvements and modifications;
- Ensure the proper tools, supplies, training and other resources are available to aid in efficient crew deployment and job completion;
- Follow skill-based pay (SBP) program guidelines and educate employees on the program and expectations;
- Serve as a subject matter expert per the Multi-Skilled Workforce Program, specifically for skill block training, evaluation and administration of the program; assist in on-the-job training for employees pursuing skill blocks and evaluate as appropriate;
- Assist and coordinate staff training programs and compliance with existing training and/or certification requirements;
- Interpret, explain and enforce federal, state, county and city laws, rules, codes and regulations on issues concerning Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Arizona Department of Health Services (ADHS) and ADEQ to maintain regulatory compliance;
- Produce written documents that meet management expectations for quality; review and approve final reports; ensure reports are distributed to appropriate City organizations;
- Assist with work section budget development and management; monitor, review, approve and control expenditures;
- Respond to requests and inquiries from the general public and other city departments; investigate inquiries and recommend corrective action as necessary;
- Create, track, schedule and assign work using Tempe's asset management system; enter, review and maintain data for accuracy; train and assist employees with system navigation and utilization;
- Read and interpret the City's Geographic Information System (GIS) utility maps;
- Inspect and approve water taps, sewer taps, water service or any other type of water or sewer appurtenances installations by contractors as requested;
- Communicate and act as a liaison with other local and national municipalities and industry organizations; obtain statistical data; benchmark core industry functions against other local and national industry functions; research and evaluate concepts, products, services and equipment; make recommendations and assist in implementation of the aforementioned;
- Represent the utility services section with outside groups, other city divisions, customers and business partners;
- Serve on a rotating list for supervisor standby;
- Perform related duties as assigned;

- Demonstrate superior, seamless customer service by coordinating workgroup activities with other City sections, divisions and departments, and outside agencies, with the commitment to innovation and integrity; provide high level customer service to all Tempe residents and other parties impacted by water, wastewater and stormwater services.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects weighing up to 90 pounds;
- Operate City vehicles (full sized pick-up trucks, dump trucks and tanker trucks);
- Operate City equipment (i.e., backhoe, etc.).
- Use hand tools (i.e., hammers, wrenches, shovels, saws, wheel barrels, etc.);
- Climb stairways and ladders and work on elevated structures (or subterranean);
- Traverse uneven surfaces (i.e., trenches and curbs);
- Perform other physical labor essential to the classification;
- Operate computers, calculators and other office machines;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- May require working extended hours.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective February 2002

Written March 2003

Revised October 2006 (update duties)

Revised December 2010 (title change; report to Water Distribution & Collection Mgr)

Revised March 2015 (title change; update job duties and minimum quals)

Revised September 2017 (update job duties and minimum quals)

Revised January 2018 (added the driver's license statement and range adjustment)

Revised March 2019 (PW reorg – moved to Municipal Utilities Dept.)

Revised January 2021 (MQ's, added when assigned to sections, updated essential functions and other duties)